Dept to identify - do any of the following apply?
- New funder required on X5
- Overseas funder, including European funders
- Subcontracting/collaboration where we are the lead
- Ethical issues or special insurance
- UK Government funding or tender
- Restricted call
- Funder or Dept requires specific checks from ROO (e.g. all applications to Wellcome Trust, CRUK, BHF)
- MSCA where Cambridge is the lead (excluding IFs)

Is the application £250k FEC or for a *MSCA Dept to identify?
- Yes
- No

1 WORKING DAY DEADLINE
Use Dept checklist
Application must be sent to ROO at least 1 working day before the funder deadline to guarantee it will be submitted. ROO will submit, but not check the application. Late applications risk not being submitted to the funder.

Is it >7 working days before the deadline?
- Yes
- No

7 WORKING DAY DEADLINE
2-stage checks will occur
i) X5 submitted to ROO in workflow, JoR and budget tables must be sent to ROO 7 working days before funder deadline for checks to be done.
ii) Finalised application must be sent to ROO, at least 1 working day before deadline to guarantee that it will be submitted.

Application submitted

Is it >5 working days before the deadline?
- Yes
- No

5 WORKING DAY DEADLINE
Full application must be sent to ROO at least 5 working days before funder deadline for checks to be done.

Application submitted

Has the PI asked HoD to request an exception?
- Yes
- No

HoD EXCEPTION
In exceptional cases, a Head of Department can request that an application is submitted by ROO with less than 5 working days on the understanding that
i) The Dept accepts all liability & risks, including any shortfall in funding
ii) ROO does not carry out any checks

Application submitted

Application submitted

Application submitted

Application not submitted

NOTES
- *The Marie Skłodowska-Curie Actions
- Where Depts have longer lead times than ROO, these should be adhered to.
- Where Cambridge is in a collaboration and is not the lead, the application should be with ROO at least 7 or 5 working day before the partner institution deadline.
- For open calls, if a PI requests that the application is submitted for a particular panel meeting, the 7 or 5 working day deadline needs to be met.

https://www.research-operations.admin.cam.ac.uk/submitgrantapp

12 March 2021